



**STATE OF MONTANA
MONTANA DEPARTMENT OF TRANSPORTATION
JOB PROFILE**



Update



Formal Review

Date Submitted 10/04/12

SECTION I - Identification

Working Title:

Chief, Airports / Airways Bureau

Department:

Transportation

Job Code Number:

111917

Division & Bureau:

Aeronautics, Airports / Airways

Job Code Title:

Program Manager

Section & Unit:

Pay Band:

7

Work Address:

2630 Airport Road

Helena, Mt.

Position Number:

04004

Phone:

406-444-2506



FLSA Exempt



FLSA Non-Exempt



Non-Union



MPEA



Blue Collar

Profile Completed By:

Debbie Alke

Work Phone:

406-444-9569

Work Unit Mission Statement or Functional Description: The MDT's mission is to serve the public by providing a transportation system and services that emphasize quality, safety, cost effectiveness, economic vitality and sensitivity to the environment.

The principal goals of the Aeronautics Division are to advance further growth and promote Montana aviation by providing for the protection of the flying public, coordinating the statewide air search and rescue program and aviation education efforts and to provide airport development programs to assist airports and provide state-owned/operated airports including the Yellowstone commercial service airport.

The Airports & Airways Bureau oversees all aspects of MDT involvement in the public and private airport and airway systems in Montana. Operations of the Bureau include ownership and management of 16 state owned airports, including a full service, FAR part 139 certificated air carrier airport with commercial airline service. The Bureau provides diverse services to airports and aviators within the state, including airport design and engineering assistance, state-owned airport development, airport safety inspections, annual studies (including airport capital improvement plans, airfield pavement condition analysis, airport standards and economic impacts). The Bureau also publishes an aeronautical chart and airport directory, provides for an airfield parts and supply resale program, and

assists with distribution of surplus airfield equipment. The Bureau also acts as a liaison for other aviation interests and representation on airport issues to local, state and national entities. The Bureau also provides airports with development grants and loans and oversees and manages large airport construction projects. Equipment and facilities managed by the Bureau includes 16 state-owned airports, two fixed wing, high performance aircraft, approximately 68 air-to-ground communication sites (UNICOMS), a variety of vehicles, and a large inventory of aircraft / airport parts, supplies, specialized tools and equipment.

Describe the Job's Overall Purpose:

The position is responsible for directing, planning, development, management and leading the airport/airways Bureau; managing the staff of the Bureau; establishing goals/objectives and priorities for the Bureau; developing and administering the policies and budget of the Bureau; determining and obtaining necessary financial and human resources; monitoring programs and services to ensure compliance with statutory responsibilities and state compliance with federal regulations and managing a budget for the Bureau activities, the loan and grant program and the Yellowstone airport. Serves as a liaison between the Division and other local, state and federal organizations such as the Federal Aviation Administration, the Transportation Security Administration and other national and federal agencies. The position reports to the Aeronautics Division Administrator and directly or indirectly manages a staff of six FTE. State wide travel is required in state aircraft to perform these duties. The position is on-call for search and rescue (SAR) duty approximately twelve times per year.

SECTION II - Major Duties or Responsibilities

This section should be a clear concise statement of the position's major duties and the approximate percent of work time for each duty

% of Time

Program Development, Implementation and Management

65%

Develops and directs programs, establishes priorities and assigns tasks to Airport/Airways Bureau staff. Ensures Division vision, goals and work plan are achieved by directly supervising activities of the Bureau members.

Develops plans and program objectives to ensure that the Bureau's programs remain current with national standards and develops effective implementation plans for new methods, technologies and standards. This involves researching and assessing trends and conditions related to airports and its environment; manage and ensures compliance with airport inspection practices, implement applicable FAA updates, administer FAA Airport Improvement Plan (AIP) grants for planning and division construction projects and ensure the Bureau equipment, facilities, aircraft, and vehicles are in operational condition in accordance with federal and state guidelines.

Develops and establishes Bureau policies and procedures to ensure that program operations and services are efficient and effective in meeting performance goals. This involves research and assessment of professional standards and industry developments, assessing past project experience and management input and developing new standards based on input from a broad range of agency and industry specialists.

Advises on developments affecting the airports system and related issues, problems, opportunities and available options to promote cooperation and coordination to successful implement airport/airways system program, initiatives and improvements. Research and monitor emerging issues, strategic issues and opportunities to preserve the State's investments and ensure resources are efficiently used.

Oversees the ongoing development and planning of the West Yellowstone Airport including the terminal

building, runway, taxiways, precision FAA instrument approach, apron area as well as numerous outbuildings and facilities. This includes management of leases for the air carrier, full service fixed based operator (FBO), rental car agencies, a restaurant and a variety of other non-aeronautical leases. Ensures compliance with FAR part 139 regulations and security guidelines of the TSA part 107. Position may act as an ARFF responder for required airport operations.

Manages all aspects of state-operated airport operations to ensure airport operates in accordance with all applicable local, state and federal regulations and guidance. Position prepares and submits all required and requested Federal Aviation Administration airport reporting forms in a timely and efficient manner. Position ensures all applicable NOTAMs are reported to the FAA concerning conditions affecting airport safety.

Position is responsible for the management of all airport contracts, leases and airport tenant relations on behalf of the Division. This responsibility includes contract/lease negotiations, creation, preparation and execution of final agreements in close coordination with MDT Legal Services. Position, when necessary, resolves problems that involve tenant relations. Position ensures user and tenant compliance with all airport operating rules and regulations. Position keeps and maintains accurate contract/lease records. Position ensures correct and timely payments are made by airport tenants and ensures contract/leaseholders act in compliance with all contracts and leases. Position develops future contract/lease rates based on current market rates, airport fiscal responsibilities, and Departmental regulations. Position ensures that the use of airport grounds and facilities by non-aeronautical contractors/lessees is consistent with the safe and efficient use of the airport for aeronautical uses.

Position determines capital needs for future state-operated airport development, expansion and maintenance projects. Position ensures all appropriate financial, regulatory and Departmental actions are taken in a timely manner so that future state-operated airport needs are accomplished. Position periodically reviews ALP (Airport Layout Plan) as necessary and provides updates to determine future airport development and financial needs. Position develops and updates airport CIP (Capital Improvement Plan) as needed. Position works closely with division personnel to forecast future state-operated airport budget requirements. Position oversees purchasing of all equipment needed for state-operated airport operation within fiscal constraints and department purchasing requirements.

Manage the Federal Aviation Administration (FAA) sponsored updates to the State Aviation System Plan. An FAA airport improvement program (AIP) grant must be procured by the Division for the funding of these projects. Ensures projects are procured timely and contracted work is completed.

Supervise the 5010 master record inspections of many of the public use airports within the State (approximately 120 airports) and ensures inspections are conducted in compliance with federal guidelines as verified by staff.

Through subordinate staff, ensure the serviceability and operational status of the two high-performance aircraft, including maintenance of these aircraft and the operation of test flights. Manages numerous buildings, vehicles including trucks, trailers; and a large inventory of aircraft and airport parts, supplies and specialized tools and equipment.

Oversight of the division's navigation/communication facilities including air-to-ground radio stations throughout the state in which Federal licensing requirements must be met.

Oversight and management of the mechanics refresher course and the division's resale program. Ensures programs and training courses meet FAA accreditation and the needs of the airports throughout the state.

Directs the production of various airport and aeronautical publications (airport directory, aeronautical chart). This involves managing subordinate staff to ensure the proper collection and maintenance of information related to private airports and their operations within the state.

Develops and implements the Division's airport development loan and grant program. This includes advertising, collecting and ranking airport development loans and grants applications. Review, organize, analyze and recommend applications for projects to the administrator and the aeronautics board.

Implement funding decisions as directed by the aeronautics board ensuring compliance with legal and administrative program requirements. Monitor, organize and implement monetary payments, legal paperwork and all inquiries of the program. Work closely with division financial contacts to review and oversee all fiscal activities of the program.

Solicits and reviews applications for the airport courtesy car grant program. This includes for compliance with state law and administrative rule.

Serves as a liaison for a variety of aviation related topics, involving government representatives, organizations, interested people, groups and public. As needed, presents aviation and airport related information to ensure effective coordination among these interested parties, or as requested by the Division Administrator.

Bureau Administration

20%

Establish and monitor vision, goals, internal policies and procedures for Bureau functions. Develop/maintain operational policies and procedures.

Monitor compliance with established operational policies and procedures and achievement of goals through consultation and meetings with subordinate staff and supervisors and through practical application of established performance monitoring systems.

Develops Bureau and Yellowstone airport budget forecasts and projections and updates budgets in accordance with Departmental policies. Considers demands upon the airport, revenue sources, future viability and required runway and facility standards when planning and developing the budgets.

Recommends allocations and spending priorities by reviewing past funding practices, anticipated projects, and program goals to determine major issues that may influence budgetary or spending decisions. Develops a working plan for use of Bureau fiscal resources with employees and financial team.

Actively participates with the accountant and financial contact team to develop and provide input into the division and Yellowstone airport long range planning documents and expenditure forecasting.

Periodically reviews Bureau and program expenditures for all Airport and Airways programs to ensure money is allocated as designated. Tracks funding levels through fiscal reports and approval of expenditures. Reviews and approves all requisitions, payrolls, expense claims, vendor claims to ensure budgets are not exceeded and MDT resources are used in the most efficient manner.

Develops recommendations for allocations for annual fiscal operational plans and recommending spending priorities by reviewing past funding practices, anticipated projects and expenditures, program goals and objectives, and related personnel and other administrative expenses.

Determines and fulfills equipment procurement needs of the Bureau including responsibility for ensuring compliance to Department procurement practices, developing EPP budget justifications and submitting requests.

Represent the department at rule hearings, legislative committees, Aeronautics Board meetings, national meetings, public meetings, media interviews and other government of private aviation interests; evaluates information.

Staff Management

10%

Manage staff by reviewing and revising overall Bureau work plans, priorities and procedures and monitoring progress through meetings and consultations. Conduct staff meetings, disseminate data and promote information exchange for support and advancement of Bureau goals.

Establish and approve overall responsibilities, organizational structures and allocation of positions within Bureau.

Determine training needs of Bureau. Identify staffing needs, recruit and hire employees.

Evaluate the performance of all positions directly supervised and complete performance evaluations. Review work of positions indirectly supervised through assessment of subordinate supervisor's performance evaluations. Implement and monitor corrective actions including discipline and termination.

Ensure that all Bureau staff comply with state and departmental personnel rules, regulations, and policies and compliance with collective bargaining agreements.

Other Duties

5%

Responsible for writing articles for the division's monthly newsletter, performs on-call search and rescue 24 hours a day for approximately twelve weeks per year, may be requested to assist with the division sponsored clinics or other functions and activities, or other duties as assigned by the Division Administrator.

Other duties as assigned by the Division Administrator

1. ***The following duties and/or specific tasks listed under section II above are considered "essential functions" because they require specialized expertise and skill and are the primary reasons the job exists (they must be performed by this position with or without accommodations):***

- Program Development, Implementation and Management – 65%
- Bureau Administration – 20%
- Staff Management – 10%
- Other Duties – 5%

The following mental and physical demands are associated with these essential functions:

PHYSICAL

This position requires occasional physical labor associated primarily with airport maintenance.

Position must meet or exceed the requirements set forth by the FAA to obtain an FAA third class medical certificate.

Position must meet or exceed the requirements set forth by the FAA to obtain and maintain a valid ARFF responders certificate.

Position must be able to meet the physical challenges associated with piloting self in challenging environments in diverse weather to perform the tasks associated with this position and to satisfactorily pass all Division flight checks.

MENTAL

This position must be able to use diplomacy and tact in a variety of situations.

Must be able to effectively communicate with division administrator.

Position requires the ability to effectively communicate with peers, employees and the public at large in a consistent manner.

Must be able to: define a problem, choose a course of action, assess risk and recognize hazardous attitudes.

Must be able to perform under stressful, confidential and time-sensitive circumstances.

Position must be able to organize people and work schedules effectively to meet or exceed scheduled and unscheduled work with demanding deadlines.

Occasionally work outside of normal working hours and on weekends to fulfill position duties.

2. ***Does this position supervise others?*** ☒ Yes ☐ No

Number directly supervised: 3

(Position may also occasionally be responsible for oversight of airport maintenance volunteers, technicians, and airport tenants)

Position Number(s) of those supervised:

04003; 04005; 66140

3. ***Attach an Organizational Chart.***

SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.

Critical knowledge and skills required for this position:

KNOWLEDGE OF:

Principles of effective employee oversight and management skills including program management, procurement, budget and contract administration, contract writing, basic principles of accounting.

Knowledge of department and state personnel procedures and policies, employment law, program requirements, personnel management practices and techniques, state budgeting and accounting systems including the budget development process, the executive planning process (EPP) and the legislative process are essential.

Knowledge of airport management principles, airport facilities, programs, resources and technology, including construction, oversight, financing and maintenance. Aviation electronic and visual navigational instruments, airside structures and facilities. Standard industry practices relating to airports and aviation in regard to development, management and maintenance.

Knowledge of commercial and general aviation related items and materials such as FAA regulations, FAA advisory circulars, FAA airport design guide, FAA construction standards, FAA AIP grant applications, FAA Terminal Instrument Procedures (TERPS) criteria, FAA FAR Part 77. Knowledge of airport, public and industry trade and technical manuals and guidelines.

Knowledge of airport rules and regulations, airport layout plans, capital improvement plans, FAR Part 139 manuals and airport security manuals; Basic understanding of light aircraft, principle of their flight characteristics, operating parameters and the rules regarding their repair and maintenance. Have knowledge of airport maintenance, navigational, electronic and related facilities, including basic electrical and mechanical items. Knowledge of airport navigational and communication facilities and operation and development.

General design and construction practices including airfield/road construction and pavement maintenance, basic principles of survey when reading and interpreting airport layout plans, airport survey information and similar airport and aviation technical information.

SKILLS IN:

Providing leadership and motivation of employees and public to take action; employee supervision to effectively manage and inspire employees to perform at their highest level. Organizing and effectively managing several programs and duties with minimal supervision. Effective time organization and management when organizing and reviewing the work of others, as well as managing own projects and workload. Program management when developing, directing, and monitoring projects to successful completion.

Making responsible and logical decisions when assessing complex and rapidly changing technological issues and skill to implement new technology and methods quickly and accurately. Decisions are often critical to public safety and must occur with minimal supervision.

Communicating effectively with employees (oral and written) to streamline work assignments, policies and overall goals productively and to effectively explain laws, rules and regulations related to aviation and aeronautics; communicate regularly with division administrator to inform of Bureau activities and status. Skill with public speaking and making presentations.

Establishing effective working relationships with a variety of individuals, agencies and personalities to share information in a timely, authoritative and accurate manner.

Accounting and budgeting when determining how money will be spent to ensure project success and appropriately account for expenditures.

Efficient lease management and effective negotiations.

Piloting self in high performance, single engine aircraft in and out of rugged, high elevation airports in a diverse range of weather conditions. Piloting self with an observer in aerial search and rescue missions in mountainous and other challenging terrain.

Operating a variety of equipment such as trucks, loaders, tractors, fire trucks, crash/fire rescue vehicles, rotary snow plows.

Basic office functions and routinely used software e.g., Word, Excel, Outlook, Oracle , Power Point

Behaviors required to perform these duties:

See MDT Core Behaviors

Education:

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- | | |
|---|--|
| <input type="checkbox"/> No education required | <input type="checkbox"/> Related AAS/2-years college/vocational training |
| <input type="checkbox"/> High school diploma or equivalent | <input checked="" type="checkbox"/> Related Bachelor's Degree |
| <input type="checkbox"/> 1-year related college/voc. training | <input type="checkbox"/> Related Master's degree |

Please specify the acceptable fields of study:

The required knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to a Bachelor of Science degree in Aeronautical Science, Aviation Management, Professional Aeronautics Aeronautical/Civil Engineering, Construction Management, Business or a related degree

Other education, training, certification, or licensing required (specify):

Must possess and maintain an FAA Private Pilot's License with an instrument rating.
Must possess and maintain an FAA Third Class Medical Certificate.

Experience:

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- | | |
|---|---|
| <input type="checkbox"/> No prior experience required | <input type="checkbox"/> 3 years |
| <input type="checkbox"/> 1 year | <input type="checkbox"/> 4 years |
| <input type="checkbox"/> 2 years | <input checked="" type="checkbox"/> 5 or more years |

Other specific experience (optional):

Five (5) years of related experience with three years of supervisory experience.

Alternative Qualifications:

This agency will accept alternative methods of obtaining necessary qualifications.

☒ Yes ☐ No

Alternative qualifications include:

Other related education and experience combinations may be considered.

The Montana Department of Transportation is an equal opportunity employer. The State provides reasonable accommodations to otherwise qualified individuals with disabilities when requested. Specific to the licensing and certification requirements, the Department will consider accommodations, including but not limited to, defined periods of medical decertification.

SECTION IV – Other Important Job Information

- | | |
|--|--|
| <input type="checkbox"/> Fingerprint check | <input checked="" type="checkbox"/> Valid driver's license |
| <input checked="" type="checkbox"/> Background check | <input checked="" type="checkbox"/> Other; Describe |

This position MAY require a DHS / TSA administered background check if requested by that agency for the fulfillment of certain job duties.

Other info. Regarding working conditions such as shifts, lifting requirements, travel or hours.

Position requires occasional flights to various points in Montana as well as other vehicle travel within Montana often during non-business hours in both vehicles and aircraft.

Position requires search and rescue duty approximately 12 week a year.

SECTION V – Signatures

Signature indicates this statement is accurate and complete.

Employee:

Name: _____ Title: Airport and Airways Bureau Chief

Signature: _____ Date: _____

Immediate Supervisor:

Name: _____ Title: _____

Signature: _____ Date: _____

Bureau Chief:

Name: _____ Title: _____

Signature: _____ Date: _____

Division/District Administrator:

Name: Tim Conway Title: Administrator

Signature: _____ Date: _____

Department Designee:

Name: _____ Title: Policy and Programs Manager

Signature: _____ Date: _____